

DEPARTMENT OF THE NAVY
Commander Fleet Activities, Okinawa
U.S. Naval Air Facility, Kadena
PSC 480
FPO AP 96370-1110

Officer in Charge
U.S. Navy Personnel Support Activity Detachment
PSC 480
FPO AP 96370-1700

CFAO/PERSUPPDETOKIINST 7220.16E
30 MAY 2000

COMFLEACT OKINAWA/PERSUPPDET OKINAWA INSTRUCTION 7220.16E

Subj: **TEMPORARY LODGING ALLOWANCE (TLA)**

Ref: (a) Joint Federal Travel Regulations, para. U9200
(b) COMNAVFORJAPANINST 7220.1Q

Encl: (1) Sample TLA Extension Arrival Letter
(2) Sample TLA Extension Departure Letter
(3) Sample TLA Extension Extenuating Circumstances Letter

1. Purpose. To establish policy and procedures for the processing of TLA claims submitted to Personnel Support Detachment (PERSUPPDET) Okinawa per references (a) and (b). These guidelines apply to all naval personnel and their family members stationed on Okinawa.

2. Cancellation. CFAO/PERSUPPDETOKIINST 7220.16D. Due to numerous revisions, this instruction should be reviewed in its entirety.

3. Information. The TLA entitlement was established to partially reimburse a member for the more than normal expenses incurred during occupancy of temporary lodging and meal expenses incurred due to lack of facilities for preparing meals. There is no entitlement to TLA while in a travel or leave status (prior to reporting for duty to the command). Limited reimbursement may be authorized during renovation of military family housing kitchen facilities. Reference (b) pertain.

4. Procedures

a. When a service member is geographically present in the Okinawa area, he/she is the only person authorized to submit a TLA claim and receive the TLA payment. To submit a TLA claim, the member must bring lodging receipts to Receipts Section of PERSUPPDET Okinawa. For renovation of family housing kitchen facilities, bring lodging receipts to Customer Service Section of PERSUPPDET Okinawa.

b. When the service member is physically absent from the Okinawa area, his/her spouse may submit the TLA claim. In this case, the following items are required in addition to the lodging receipts:

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(1) An original power of attorney authorizing the spouse to act on the member's behalf. PERSUPPDET Okinawa will retain a copy of this power of attorney on file. Either a "General" or "Special in Lieu of General" power of attorney will be accepted for TLA claims processing.

(2) The DJMS Database of the service member must be established by PERSUPPDET Okinawa. If not, prior approval by the Disbursing Officer, PERSUPPDET Okinawa is necessary to create a database before payment can be made.

5. Action

a. General. It is the responsibility of all personnel receiving TLA (departure and arrival) to minimize the entitlement period to the greatest extent possible. It is the command's responsibility to monitor members' progress in actively searching for housing to ensure TLA payments are kept to a minimum number of days.

b. Arrival

(1) Member with family members - This initial entitlement to arrival TLA is based upon the member's arrival date on Okinawa while either awaiting assignment to government quarters or acquisition of private rental quarters. Payment may be made upon receipt of the following:

(a) Application for government quarters submitted to the Joint Forces Housing Office, Kadena AB.

(b) Application to the Joint Forces Housing Office for off-base private rental referrals.

(c) Command sponsored family members have arrived on Okinawa, Japan.

(2) Payment of TLA will be made in ten day increments until such time as government housing or a private rental unit is occupied. Payments will not exceed the 60 day entitlement period unless approved by COMNAVFORJAPAN (N01 PERS). All payments will be made at the end of the ten day period (or less if final increment).

(3) Commanding Officers will ensure there is ample justification when approving arrival TLA payments greater than 30 days. This includes assurance that the member has made a sincere effort to obtain private rental housing. TLA payments beyond 30 days will not be paid unless a sincere effort has been made to find a private rental unit. The CO is required to review the Housing Search Form prior to approving TLA payments greater than 30 days.

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(4) No TLA payment beyond 30 days will be made by PERSUPPDET Okinawa without an approved request chit/memorandum and Housing Search Form from the member's Commanding Officer or designated representative. If the member presents proof of move-in date which will result in TLA payment of 60 days or less, an approved request chit is not required for the 31-60 days period. The request chit/memorandum will cover 10 day increments only to ensure members are taking appropriate action in finding quarters and the command is aware of any potential problems of the member.

(5) Requests for extended entitlement of arrival TLA for periods beyond 60 days must be initiated by the member. The member will request the extension per enclosure (1). COMNAVFORJAPAN may grant up to a 30-day extension if extreme circumstances exist (example - TAD for more than half of the first 60 days).

(6) If an applicant, eligible at the effective date of orders for family travel, arrives unaccompanied and family members travel at a later date (non-concurrent travel which surpasses the original 60 day entitlement period), COMNAVFORJAPAN can grant an extension up to 30 days for arrival TLA. In such cases, the Commanding Officer must ensure significant justification exists for TLA payment since it is expected that the member has had sufficient time to obtain housing prior to the arrival of dependents. Entitlement to TLA begins on the day the member reports for duty. If members do not draw TLA during the first sixty days of reporting due to dependents traveling non-concurrently, a request for extended TLA entitlements must be submitted to COMNAVFORJAPAN (N01 PERS) via the member's Commanding Officer/Officer in Charge, the Joint Housing Office, and PERSUPPDET Okinawa. **NO PAYMENTS WILL BE MADE UNTIL APPROVAL FROM CNFJ IS RECEIVED!**

(7) Enclosure (1) is an example of an extension request for arrival TLA.

(8) Member without family members - There is no entitlement to TLA if government quarters are available. If government quarters are not available the member must obtain a non-availability of government quarters endorsement on their PCS orders and inform PERSUPPDET Okinawa for entitlement.

c. Termination of TLA

(1) A member may refuse the first set of government quarters offered without penalty (for housing purposes). However, refusal of the second government quarters will result in TLA forfeiture on the date the quarters were offered for occupancy. When extraordinary circumstances exist which will cause a hardship on

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the service member, the Commanding Officer will certify the existence of such and request a determination from COMNAVFORJAPAN (N01 PERS) for continued TLA entitlement. Such requests are to be submitted via PERSUPPDET Okinawa in the same manner as extension requests.

(2) When it is determined that the member failed to accept government quarters or to diligently pursue private rental housing TLA will be terminated.

(3) When a member occupies government or private rental quarters, the entitlement terminates the day prior to occupancy (provided the 60 day or other restrictions are not exceeded).

d. Departure TLA

(1) Payment of departure TLA may be made to a member upon termination of assignment of government quarters or vacating private rental housing, when household goods have been surrendered for shipment to the new destination and transportation arrangement have been made for departure from Okinawa. Verification of the flight date must be received prior to scheduling a move-out date. It is reemphasized that departure TLA payments are to be kept to an absolute minimum by all personnel. Arranging pack-out/move-out dates to extend departure TLA payments beyond that actually required is not authorized. Any suspected abuse of departure TLA will be investigated and if found to be valid, will result in reimbursement and possible administrative/disciplinary action taken against them.

(2) The provisions of paragraph 5d(1) above also apply to family members who remain in Okinawa less than 60 days after the departure of the service member, provided continued logistical support has been approved by the appropriate authority.

(3) For married members residing on base, departure TLA is limited to SIX DAYS per Joint Housing directives. It is the member's responsibility to ensure pack out dates are arranged to meet this requirement. Members should have a confirmed flight date prior to making pack out arrangements to ensure that no conflicts arise. Failure to follow these guidelines will result in nonpayment of TLA for any period greater than six days. Possible exceptions are as follows:

(a) Flight changes for official reasons (command requirements, emergency medical treatment, etc.) must be substantiated to PERSUPPDET Okinawa prior to any payment.

(b) Flight changes due to flight cancellations and airline problems. In these events, PERSUPPDET Okinawa will confirm with the airlines and pay up to 10 days of departure TLA. If TLA is required beyond ten days, a request must be submitted to and approved by COMNAVFORJAPAN (N01 PERS) prior to payment.

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(c) No pack out dates available within the six day window. To receive TLA in this circumstance, a memorandum from the OIC/NCOIC of the TMO unit must accompany the member's request. If the period does not exceed ten days, it will be locally approved by PERSUPPDET Okinawa. If the period of request exceeds ten days, it must be approved by COMNAVFORJAPAN (N01 PERS).

(4) Members with family members (residing off base) - For members residing off base, the period of entitlement for departure TLA is ten days. It is the member's responsibility to ensure that pack out dates are arranged within this time period. Requests for TLA beyond the ten day period will be forwarded to COMNAVFORJAPAN (N01 PERS) for approval.

(5) Members without command sponsored family members - For members without family members residing at their local address (i.e., off base address, bachelor quarters, etc.) and for members without command family members, there is no entitlement to TLA. Members living off base should arrange for berthing at the BEQ/BOQ. TLA may be paid if a non-availability endorsement is provided.

(6) Enclosure (2) is an example of an extension letter request for departure TLA.

(7) Early Return of Family Members. Receipt of Chief of Naval Personnel's authority for early return of family members does not entitle a member or the family to departure TLA.

e. Extenuating Circumstances

(1) If a member is required to vacate government quarters for reasons beyond their control and use temporary lodgings, TLA is payable for a period up to 30 days. A special request to draw TLA entitlements must be submitted for approval to COMNAVFORJAPAN (N01 PERS) with a statement from the Joint Housing Office and/or Base Civil Engineering explaining the reasons quarters were vacated and when the quarters will be available for use.

(2) If a member is hospitalized while en route to a new duty station and family members are required to use temporary lodging during hospitalization, the family members are entitled to TLA.

(3) Other conditions and/or circumstances for which TLA is authorized are listed in the Joint Federal Travel Regulations), Volume 1, para, U9200.

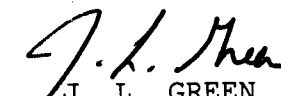
f. In all cases, TLA is to be kept to a minimum. It is the responsibility of all commands to scrutinize member requests and ensure that all ways of reducing the time period of the entitlement and the expenses involved are utilized.

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6. For specific questions/clarification on TLA, contact the Disbursing Officer, PERSUPP DET Okinawa, and Kadena Air Base, building 3554.


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Distribution:

CFAO/NAFKINST 5216.1T

Lists I and II

PERSUPPDETOKIINST 5215.1J

Lists I and III

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SAMPLE TLA EXTENSION ARRIVAL LETTERS (BEYOND 60 DAYS)

Date:

From: Rate/Rank First Name MI. Last Name, Branch, SSN
To: Commander, U.S. Naval Forces, Japan (N01 PERS)
Via: (1) Commanding Officer/Officer in Charge
(2) Joint Forces Housing Office, Kadena AB
(3) Officer in Charge, Personnel Support Detachment, Okinawa

Subj: REQUEST FOR EXTENDED ENTITLEMENT OF TEMPORARY LODGING
ALLOWANCE (TLA)

Ref: (a) COMNAVFORJAPANINST 7220.1Q

1. Per reference (a) request that I be authorized to receive a TLA extension beyond 60 days. The following information is forwarded as justification for the entitlement:

- a. Name, Grade/Rate, USN/USNR, SSN, Unit
- b. Date of marriage.
- c. Effective date of orders.
- d. Travel status of family members (concurrent/non-concurrent)
- e. Number of personnel concerned (applicant and family members)
- f. Member's date of arrival.
- g. Family Members date of arrival.
- h. Number of days requested and date extension is to commence.
- i. Date applied for government and private rental housing.
- j. Statement from appropriate housing office as to when government quarters will become available.
- k. Description of TLA accommodation (including number of bedrooms/cooking/eating facilities furnished)
- l. Efforts to obtain private rental housing.
- m. Justification of extension (Fully explain circumstances)
- n. POC at command (Name, Phone number, Code).
- o. Number of days paid TLA to date.

Service Member Signature

Encl (1)

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SAMPLE TLA EXTENSION DEPARTURE LETTER (BEYOND 10 DAYS)

Date:

From: Rate/Rank First Name MI. Last Name, Branch, SSN
To: Commander, U.S. Naval Forces, Japan (N01 PERS)
Via: (1) Commanding Officer/Officer in Charge
(2) Officer in Charge, Personnel Support Detachment, Okinawa
Subj: REQUEST FOR EXTENDED ENTITLEMENT OF TEMPORARY LODGING
ALLOWANCE (TLA) UPON DEPARTURE

Ref: (a) COMNAVFORJAPANINST 7220.1Q

1. Per reference (a), request that I be authorized to receive a TLA extension beyond 10 days. The following information is forwarded as justification for the entitlement:

- a. Name, Grade/Rate, USN/USNR, SSN, Unit
- b. Number of personnel concerned (applicant and family members).
- c. Effective date of orders.
- d. Date household goods shipped.
- e. Flight date (confirmed).
- f. Number of days requested and date extension is to commence.
- g. Description of TLA accommodation (including number of bedrooms/cooking/eating facilities furnished)
- h. Efforts to obtain private rental housing.
- i. Justification of extension (Fully explain circumstances)
- j. POC at command (Name, Phone number, Code).

Service Member Signature

Encl (2)

SAMPLE TLA EXTENSION EXTENUATING CIRCUMSTANCES LETTER

Date:

From: Rate/Rank First Name MI. Last Name, Branch, SSN
To: Commander, U.S. Naval Forces, Japan (N01 PERS)
Via: (1) Commanding Officer/Officer in Charge
(2) Joint Forces Housing Office, Kadena AB
(3) Officer in Charge, Personnel Support Detachment, Okinawa
Subj: REQUEST FOR EXTENDED ENTITLEMENT OF TEMPORARY LODGING
ALLOWANCE (TLA) UNDER EXTENUATING CIRCUMSTANCES

Ref: (a) COMNAVFORJAPANINST 7220.1Q

1. Per reference (a), request that I be authorized to receive a TLA under extenuating circumstances. The following information is forwarded as justification for the entitlement:

- a. Name, Grade/Rate, USN/USNR, SSN, Unit
- b. Number of personnel concerned (applicant and family members).
- c. Date required to vacate quarters.
- d. Date quarters will be available for occupation.
- e. Number of days requested and date extension is to commence.
- f. Statement from appropriate housing officer and/or civil engineering as to requirement to vacate quarters
- g. Description of TLA accommodations (including number of bedrooms/cooking/eating facilities furnished).
- h. POC at command (Name, Phone number, Code).

Service Member Signature

Encl (3)